

Zoom Whiteboard and Caption (Dec 2025)

Last Modified on 10/11/2025 9:09 am HKT

Date

- 5 Dec 2025 (Fri)

Time

- 3pm - 4pm

Target audience

- CUHK Staff and Students

Agenda

Time	Topic	Activities
15:00-15:05	Welcome & Introduction	• Brief overview of workshop objectives
15:05-15:15	Zoom Whiteboard Introduction	• Overview of Whiteboard capabilities • Enabling Whiteboard in Zoom settings • Accessing Whiteboard during meetings • Interactive: Participants enable Whiteboard in their settings
15:15-15:25	Whiteboard Management	• Creating, saving, and sharing whiteboards • Managing permissions and collaboration settings • Interactive: Participants create a new whiteboard and adjust settings
15:25-15:35	Getting Started with Whiteboard	• Basic tools: drawing, text, shapes, sticky notes • Navigation and zoom functions • Templates and their educational applications
15:35-15:40	AI Features in Whiteboard	• Using Prompts to generate mind maps/ sticky notes' idea generation
15:40-15:45	Caption Setup	• Enabling automated captions in Zoom settings • Caption appearance customization • Interactive: Participants enable captions in their settings

Questions: elarning@cuhk.edu.hk

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15:45-15:50	Translated Captions	• Setting up language translation for captions • Available languages • Use cases for hearing impaired students • Interactive: Participants select translation languages and test
15:50-15:55	Transcript Management	• Viewing live transcripts during meetings • Saving and accessing meeting transcripts • Editing and sharing transcripts • Interactive: Practice saving a transcript sample
15:55-16:00	Q&A and Workshop Conclusion	• Address remaining questions • Share additional resources

Presenter

- Representative from Zoom

Delivery Method

- Zoom

Medium of Instruction

- English

Registration

- <https://cuhk.zoom.us/meeting/register/7YSbFc13QHaNML7rAWDmXA> (Please use your CUHK email address to register. If you do not have a CUHK account yet, please email elarning@cuhk.edu.hk () and copy your unit administrator for verification and registration support. Registrations submitted using external (non-CUHK) email addresses may not be approved.)

If you have questions, please contact us at ITSC Service Desk (<https://servicedesk.itsc.cuhk.edu.hk/>) / elarning@cuhk.edu.hk.